



Hon. Nancy M. Blount
CHIEF JUDGE

Hon. Prentis Edwards Jr.
CHIEF JUDGE PRO TEM

State of Michigan
36th District Court
421 Madison Avenue
Detroit, Michigan 48226-2338

JOB ANNOUNCEMENT

Position Available: Chief Information Officer

Salary Range: \$61,971 - \$107,386.50

The CIO is responsible for directing the information and data integrity for all IT functions of the Court, including data centers, service centers, help desks, communication networks, computer program development and computer systems operations.

This is an at-will, exempt position appointed by the Chief Judge of the 36th District Court.

HOW TO APPLY:

For more information on how to apply and the job description with a complete list of job duties and responsibilities and job qualifications: www.36thdistrictcourt.org.

AN EQUAL OPPORTUNITY EMPLOYER

Dated: 11/05/13

36th DISTRICT COURT

JOB DESCRIPTION

JOB TITLE: Chief Information Officer
An At-Will, Exempt Position

REPORTS TO: Court Administrator

JOB SUMMARY:

Under the general direction of the Court Administrator, is responsible for directing the information and data integrity of the Court for all Information Technology functions of the Court. This includes all data centers, service centers, help desks, communication networks (voice and data), computer program development and computer systems operations. He or she is responsible for maintaining the integrity of all electronic and optical records of the Court.

PRIMARY RESPONSIBILITIES & DUTIES:

1. Provides vision and leadership in the selection, development and implementation of information technology solutions for the Court.
2. Determines, formulates, develops and deploys advanced integration technology strategies that optimize the business processes of the Court.
3. Researches and understands new technologies and develops approaches to incorporate these technologies into the Court's business model to enhance the operational and information processing effectiveness to support the Court's mission and vision.
4. Plans and coordinates the ongoing support of Court software and hardware systems, including, but is not limited to prioritizing projects, hardware/software purchases/installations, maintaining work orders, research, etc.
5. Develops effective policies and procedures to ensure compliance with industry standards.
6. Develops and maintains detailed records of equipment/assets and software licensing to promote security and ensure compliance with applicable licensing agreements.
7. Accomplishes financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances and initiating corrective action.
8. Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
9. Supervises departmental staff including training, evaluation, discipline, personnel development, and enhancing productivity in a technical environment.

OTHER RESPONSIBILITIES & DUTIES:

1. Obtains and maintains all required state licenses and certifications necessary to perform the function of Chief Information Officer.
2. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies.
3. Develops strategies for internet, intranet, and e-commerce business applications.
4. Performs other duties as assigned.

JOB TITLE: CHIEF INFORMATION OFFICER AN AT-WILL, EXEMPT POSITION

JOB QUALIFICATIONS:

1. Bachelors Degree in computer science or related field. Graduate degree preferred.
2. Ten or more years of progressively more responsible experience in information technology, including hardware, software, operating systems, systems analysis, project development, implementation and maintenance. Five or more years experience in an executive role in information technology leadership.
3. Supervisory skills necessary to effectively manage the daily operations and administration of assigned functions.
4. Interpersonal skills necessary to communicate with Court personnel in the exchange of information.
5. Interpersonal skills necessary to manage the activities of a diverse group of employees and to work productively with all levels of Court personnel.
6. Computer skills necessary to effectively utilize word processing, database, network, and Court software applications.
7. Experience contracting and negotiating with vendors
8. Strong analytical and organizational skills.
9. Strong verbal and written communication skills.
10. Ability to frequently handle pressures related to meeting deadlines, simultaneous handling of multiple projects, and fulfilling scheduling requirements with periodic disruptions, delays and unexpected events.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. Extended work day beyond 7.5 hours/day and evenings, weekend and holidays may occasionally be required.
3. May be required to work at remote locations outside the court building. Travels to remote work locations outside the court building by foot or other transportation.

PHYSICAL CHARACTERISTICS:

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing more than fifty (50) pounds such as computers, printers, hardware, software, files, stacks of paper, reference and other materials and equipment, moving from place to place within an office onsite and/or offsite locations, some reaching for items above and below desk level.
2. Physical ability to occasionally sit, walk or stand for long periods of time.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of Management.